

## Overseas Relocation - Outbound Assignments-Military Personnel Flight

Virtual MPF

<http://ask.afpc.randolph.af.mil>

### PCS Relocation Information

#### Permanent Change of Station (PCS) Relocation Preparation Actions:

**Sponsor Program:** It is very important to request a sponsor when you initially receive your notification of an assignment. However, most units will automatically assign a sponsor to help you with your move. If you do not hear from your sponsor within 30 days of your departure, contact your gaining unit or the Airman and Family Readiness Center at 449-0300 or email at 15mss.dpf@hickam.af.mil.

**Immunizations:** For immunizations go to the base medical facility. Complete all immunizations before your departure. Outbound Assignments will provide you with appropriate letters that you must return during your final out-processing appointment. If your family members will accompany you later, ensure all their immunizations are complete.

**Transportation Counseling:** When you get your assignment orders, report to the Traffic Management Office, 449-6003 x221/219. Transportation personnel will advise you concerning dependent travel, shipment and storage of household goods, unaccompanied and excess baggage, tool kits, firearms, privately owned vehicles, and pets. NOTE: Recommend personal papers (i.e., insurance policies, etc., which may be needed en-route or immediately upon arrival at the next duty station) should not be shipped with the household goods or hold baggage.

**Family Housing:** Military members who receive PCS orders or are otherwise reassigned to another installation are required to terminate occupancy with Hickam Community Housing (HCH) prior to departure. The Tenet will provide the HCH Housing Office with at least a 28-days' notice with exceptions allowed for short notice PCS or separations. Contact the HCH Housing Office in person or by calling 423-2300 to schedule an appointment. Residents should schedule their household goods pick-up date and departure flight date prior to arriving for their appointment with HCH. One copy of orders and amendments, one copy of Transportation Management Office (TMO) arrangements, and one copy of the flight itinerary are required to process your termination with HCH. If you are submitting an advance application for housing at your gaining installation, the Housing Office will need two copies of your orders. List of TLA approved billeting is available at the Housing Office. Individuals residing in family housing and off-base are authorized a maximum of five days of TLA.

## **Movement of Family Members on PCS**

**Command Sponsored:** For those who qualify for travel of family members at government expense to accompanied-by-dependent areas and desire their dependents to accompany them, exercise extreme care when completing AF Form 1466, Request for Family Member's Medical and Education Clearance for Travel. In many overseas areas, adequate medical care is not available for all conditions that family members may have. Special education classes for some types of handicaps often are not available. NOTE: To ensure that absence of needed medical care or education services does not cause a hardship for your family, identify these conditions (any conditions requiring regular or frequent or special medical care or special education or training) on the AF Form 1466. Through this, a determination can be made regarding the proper care at the gaining location. Also, if dependency has not been established or verified in the previous 12-month period, report to the local Financial Services Office for counseling.

**Non-Command Sponsored:** Relocating non-command sponsored family members is highly discouraged. Non-command sponsored family members are not normally authorized access to medical, educational, and housing, even if available.

**Family Member Care Responsibilities:** Air Force members must make adequate dependent care arrangements to permit them to fulfill a full range of military obligations. If you plan to take family members overseas to a location covered by a noncombatant evacuation operation (NEO) plan, you must also make adequate advance arrangements for the evacuation and care of your family members. Your unit first sergeant and commander can answer questions concerning family member care responsibilities.

**NOTE:** In planning for the PCS, make sure you have sufficient funds to defray the costs of supporting family members at the new location. Ask your sponsor at your new duty station to provide you with detailed information on average expenses in getting settled and availability of family member care facilities.

### **En Route Medical and Dental Care:**

If you require medical or dental care while en route, go to the nearest Uniformed Services Medical Treatment Facility. If you need treatment at a civilian facility, have the treatment bill mailed to the nearest Air Force Medical Treatment Facility. If you are hospitalized in a civilian facility, notify the nearest Air Force Medical Treatment Facility (Patient Affairs Office) as soon as possible.

## **Additional Assistance**

**Airman and Family Readiness Center (AFRC):** The AFRC offers a variety of programs and services to meet the needs of relocating families and single-service members. Programs and services available include: Air Force Aid Society loan and grant processing, Personal Financial Management assistance, Relocation Assistance, Family Life Education, Spouse Employment Information, job skill outbound preparation (resume writing, job interviewing techniques, etc.), Transition Assistance for personnel leaving the Air Force and volunteer opportunities. The AFRC offers extensive up-to-date information about your new base and community. With a personal financial budget review, you will know more about the cost of living at your new base at the amount of rent or mortgage you can afford. Relocation professionals can help you smoothly settle into your new base and prepare you for future moves. Call AFRC at 449-0300 or email us at [15.mss.dpf@hickam.af.mil](mailto:15.mss.dpf@hickam.af.mil).

**Emergency:**

Contact the nearest Air Force Command Post during non-duty hours if problems occur while en-route to a PCS location. The Command Post is manned 24 hours and can provide emergency assistance. The command post at Hickam is (808) 448-6900.